

## ARTICLE XVI — CERTIFICATE OF APPROPRIATENESS LIST

Historic districts reflect pride in the character of a community and a desire on the part of the community and the city to preserve their assets. Historic districts are an important planning tool for the city, a way to improve the quality of life, and at the same time a way to encourage new development that enhances the historic character and scale of an area.

Historic district status recognizes change as an important indicator of healthy, vital communities. The City Code establishes a special design review process to assist in shaping change that enhances the uniqueness of a historic district's assets. Certificates of Appropriateness are issued to show that projects have been reviewed.

The following list is provided as a general outline of the level of review that may be expected for various types of projects that are often undertaken. It is not intended to be comprehensive, and cannot cover every circumstance that will be encountered in a project.

A Certificate of Appropriateness is not necessary for **Routine Maintenance**, which includes repair or replacement where there is no change in the design, materials, or general appearance of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness.

**Minor Work** projects are reviewed by the staff of the historic districts commission. Staff will refer Minor Work projects to the commission for review if in staff's judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature.

**Major Work** projects are reviewed by the districts commission's Certificate of Appropriateness Committee. In general, major work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects, such as new construction, expansion of a building footprint, or significant changes in landscape features.

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
1	<b>New Construction</b> or <b>Additions</b> to primary building			X
2	<b>Demolition</b> of any structure			X
3	<b>Demolition</b> of any part of a structure			X
4	<b>Relocation</b> of buildings			X
5	Alteration/Removal of <b>Archeologically Significant Features</b>			X
6	Alteration/Removal of <b>Contributing Historical Features</b>			X
7	Repair/Replacement of existing <b>Accessory Structures or Buildings</b> when there is no change in design, materials, or general appearance	X		
8	Alteration of existing <b>Accessory Structures or Buildings</b>		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
9	Additions to existing <b>Accessory Structures or Buildings</b>		Total floor area up to 144 sq. ft.	Total floor area greater than 144 sq. ft.
10	New <b>Accessory Structures or Buildings</b>		Up to 144 sq. ft.	Greater than 144 sq. ft.
11	Removal of existing <b>Accessory Structures or Buildings</b> which are not architecturally or historically significant		Up to 144 sq. ft.	Greater than 144 sq. ft.
12	Removal of existing <b>Accessory Structures or Buildings</b> which are architecturally or historically significant			X
13	Repair or Replacement of <b>Architectural Details</b> when there is no change in design, materials, or general appearance	X		
14	Alteration/Addition/Removal of <b>Architectural Details</b>		X	
15	Repair/Replacement of <b>Awnings, Canopies, or Shutters</b> when there is no change in design, materials, or general appearance	X		
16	Alteration/Addition/Removal of existing <b>Awnings, Canopies, or Shutters</b>		X	
17	Installation of New <b>Awnings, Canopies, or Shutters</b>		X	
18	Alteration/Addition/Removal of <b>Carports</b>			X
19	Construction of New <b>Carports</b>			X
20	Construction/Alteration/Removal of <b>Chimneys</b>		X	
21	Repair/Replacement of <b>Decks</b> when there is no change in design, materials, or general appearance	X		
22	Alteration/Addition/Removal of existing <b>Decks</b>		Maximum height 42" or less	Maximum height greater than 42"
23	Construction of new <b>Decks</b>		Maximum height 42" or less	Maximum height greater than 42"
24	Alteration/Addition/Removal of <b>Doors</b>		X	
25	Installation of new <b>Doors</b>		X	
26	Installation/Alteration/Removal of storm <b>Doors</b>		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
27	Repair/Replacement of existing <b>Driveways</b> when there is no change in design, materials, or general appearance	X		
28	Alteration/Addition/Removal of existing <b>Driveways</b>		X	
29	Construction of new <b>Driveways</b>		X	
30	Repair/Replacement of existing <b>Fences, Walls, Hedges or other Screen Plantings</b> when there is no change in design, materials, or general appearance	X		
32	Construction of new <b>Fences, Walls, Hedges or other Screen Plantings</b>		42" or less in height	Greater than 42" in height
33	Removal of existing <b>Fences, Walls, Hedges or other Screen Plantings</b>		42" or less in height	Greater than 42" in height
34	Repair/Replacement of exposed <b>Foundations</b> when there is no change in design, materials, or general appearance	X		
35	Alteration of exposed <b>Foundations</b>		X	
36	Repair/Replacement of <b>Gutters</b> and <b>Downspouts</b> when there is no change in design, materials, or general appearance	X		
37	Installation/Addition/Removal of <b>Gutters</b> and <b>Downspouts</b>		X	
38	Installation of <b>House Numbers</b> and <b>Mailboxes</b>		X	
39	Minor plantings of <b>Flowers</b> and <b>Shrubbery</b> in existing beds	X		
40	Alteration/Addition/Removal of <b>Gardens, Planting Beds, or Shrubbery</b>		Affects less than: 25% of front yard area (from house face); 50% of total side and rear yard area	Affects: 25% or more of front yard area (from house face); 50% or more of total side and rear yard area
41	Review of <b>Landscape Master Plans</b>		Affects less than: 25% of front yard area (from house face); 50% of total side and rear yard area	Affects: 25% or more of front yard area (from house face); 50% or more of total side and rear yard area
42	Pruning of <b>Shrubbery</b>	Most shrubbery	Hedges and screen plantings	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
43	Removal of <b>Trees</b> less than 8 inches in diameter, measured 4 1/2 feet above ground level	X		
44	Removal of <b>Trees</b> 8 inches and greater in diameter, measured 4 1/2 feet above ground level			X
45	Pruning <b>Limbs of Trees</b> 8 inches and greater in diameter, measured 4 1/2 feet above ground level	Limb less than 4" in diameter	Limb 4" or greater in diameter	
46	Planting of New <b>Trees</b>	Mature size less than 8 inches in diameter, measured 4 1/2 feet above ground level	Mature size 8 inches and greater in diameter, measured 4 1/2 feet above ground level	
47	Removal of dead, diseased, or dangerous <b>Trees</b>		X	
48	Repair/Replacement of exterior <b>Lighting Fixtures</b> when there is no change in design, materials, or general appearance	X		
49	Installation/Alteration/Removal of exterior <b>Lighting Fixtures</b>		X	
50	Repairs/Replacement, including repointing, to existing <b>Masonry</b> when the color and composition of the mortar match the original, and new brick or stone matches the original	X		
51	Construction/Alteration/Removal of <b>Masonry</b>		X	
52	Installation/removal of <b>Mechanical Equipment</b> , such as heating and air conditioning units		X	
53	Installation of <b>Air Conditioners</b> in windows		X	
54	<b>Painting</b> when there is no change in color	X		
55	<b>Painting</b> when there is a change in color		X	
56	Repair/Replacement of existing <b>Parking Lots</b> when there is no change in design, materials, or general appearance	X		
57	Alteration/Removal of existing <b>Parking Lots</b>		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
58	New Construction of/Addition to <b>Parking Lots</b>			X
59	Repair/Replacement of existing <b>Patios</b> when there is no change in design, materials, or general appearance	X		
60	Alteration/Addition/Removal of existing <b>Patios</b>		X	
61	Construction of new <b>Patios</b>		X	
62	Alteration of existing <b>Porches</b>		X	
63	New Construction/Addition/ Removal of <b>Porches</b>			X
64	Repair/Replacement of sloped <b>Roof</b> coverings when there is no change in design, materials, or general appearance	X		
65	Alteration of sloped <b>Roof</b> coverings		X	
66	Repair/Replacement of flat <b>Roof</b> coverings when there is no change in design, materials, or general appearance	X		
67	Alteration of flat <b>Roof</b> coverings		X	
68	Alteration of <b>Roof</b> form to prevent damage to the resource		X	
69	Installation of <b>Satellite Dishes</b> and/or <b>Television Antennas</b>		X	
70	Repair/Replacement of <b>Signs</b> when there is no change in design, materials, or general appearance	X		
71	Installation/Alteration/Removal of <b>Signs</b>		X	
72	Repair/Replacement of exterior <b>Stairs</b> and <b>Steps</b> when there is no change in design, materials, or general appearance	X		
73	Alteration/Addition/Removal of exterior <b>Stairs</b> and <b>Steps</b>		X	
74	Construction of new exterior <b>Stairs</b> and <b>Steps</b>		X	
75	Repair/Replacement of exterior <b>Surfaces</b> when there is no change in design, materials, or general appearance	X		
76	Alteration/Addition/Removal of exterior <b>Surfaces</b>		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
77	Repair to existing <b>Swimming Pools</b> when there is no change in design, materials, or general appearance	X		
78	New Construction/Alteration/ Addition to <b>Swimming Pools</b>			X
79	Removal of <b>Swimming Pools</b>		X	
80	Installation/Alteration/Removal of <b>Temporary Features</b> that are necessary to ease difficulties associated with a medical condition		X	
81	Repair/Replacement of existing <b>Vents</b> and <b>Ventilators</b> when there is no change in design, materials, or general appearance	X		
82	Installation/Alteration/Removal of <b>Vents</b> and <b>Ventilators</b>		X	
83	Repair/Replacement of existing <b>Walks</b> when there is no change in design, materials, or general appearance	X		
84	Alteration/Addition/Removal of existing <b>Walks</b>		X	
85	Construction of new <b>Walks</b>		X	
86	<b>Walls</b> (see <b>Fences</b> )			
87	Repair/Replacement of <b>Windows</b> when there is no change in design, materials, or general appearance	X		
88	Alteration/Removal of existing <b>Windows</b>		X	
89	Installation of new <b>Windows</b>		X	
90	Installation/Alteration/Removal of storm <b>Windows</b>		X	
91	Caulking and weatherstripping <b>Windows</b> when there is no change in design, materials, or general appearance	X		
92	Repair/Replacement of other <b>Appurtenant Features</b> and <b>Accessory Site Features</b> not specifically listed when there is no change in design, materials, or general appearance	X		
93	Addition/Alteration/Removal of other <b>Appurtenant Features</b> and <b>Accessory Site Features</b> not specifically listed		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (staff)	MAJOR WORK (HDC)
94	Removal of any <b>Prohibited Element</b> described in the development standards listed in Raleigh City Code § 10-2052		X	
95	Changes to previous <b>Certificates of Appropriateness</b>		Most changes	Changes deemed by staff to be substantial in nature
96	Review of <b>Programmatic Certificate of Appropriateness</b> applications			X
97	Review of specific exterior changes covered under approved <b>Programmatic Certificates of Appropriateness</b>		X	
98	Renewal of expired <b>Certificates of Appropriateness</b>		X	
99	Emergency installation of <b>Temporary Features</b> to protect a historic resource (that do not permanently alter the resource); six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness		X	